

IHC-876827-SD-MP

**Do you desire to protect American interests and secure our Nation while building a meaningful and rewarding career? If so, the Department of Homeland Security (DHS) is calling.**

DHS components work collectively to prevent terrorism, secure borders, enforce and administer immigration laws, safeguard cyberspace and ensure resilience to disasters. The vitality and magnitude of this mission is achieved by a diverse workforce spanning hundreds of occupations. Make an impact; join DHS.

Discover a challenging and rewarding career with the U.S. Customs and Border Protection (CBP), the sole organization responsible for securing the nation's borders. At CBP, we:

- Screen passengers, vehicles, and shipments entering our country
- Seize illegal narcotics, vehicles, and agricultural products
- Prevent unauthorized entry into the country
- Rescue individuals who fall into dangerous conditions traversing our border.

For more information about CBP's mission, activities, and careers, please visit our website at: <http://www.cbp.gov/>.

#### **Who May Apply:**

- Current U.S. Customs and Border Protection employees serving on a career or career-conditional appointment in the competitive service
- For definitions of terms found in this announcement, please visit [http://www.dhs.gov/xabout/careers/gc\\_1303762131481.shtm](http://www.dhs.gov/xabout/careers/gc_1303762131481.shtm)

**Organizational Location:** This position is with the Department of Homeland Security, U.S. Customs and Border Protection, Office of International Affairs, Technical Assistance Division, Washington, DC.

**Note:** One or more selections may be made using this vacancy announcement.

Relocation Authorized: No

Valid Driver's License  
State Department Medical Clearance and Drug Test  
Top Secret Clearance  
Travel and Passport Requirement

- Serving as the Technical Assistance Director and coordinating and supporting all CBP international training activities, including law enforcement operations pertaining to anti-terrorism, border security, customs and immigration policies
- Supervising CBP trainers responsible for working closely with the International Operations Division, Country Teams, Subject-Matter Experts (SMEs) and Office of Training and Development (OTD) in evaluating and providing training services to foreign governments, as well as conducting pre-deployment training to CBP employees
- Working closely with OTD and SMEs in preparing, evaluating, and delivering various classroom training, lectures, special briefings, and instructional demonstrations
- Reviewing, evaluating and troubleshooting problems and issues pertinent to the agency's education and training program
- Negotiating or coordinating matters of considerable consequence that affect policy issues in a specific subject-matter field

You qualify at the GS-15 level if you possess one year of specialized experience at the GS-14 level or equivalent performing duties such as:

- Supervising, managing or directing a highly professional and technical workforce
- Preparing, evaluating and delivering various instructional demonstrations to include auditing courses
- Reviewing, evaluating and troubleshooting an agency's curricula
- Providing leadership, advice and guidance throughout the agency

**Competencies:** In addition to meeting the qualifications listed above, the following required competencies must be addressed in your resume:

**Leading Others**

Inspires, motivates, and guides others toward goal accomplishment; ensures that staff members are appropriately selected, utilized, and appraised; develops others through coaching and mentoring; identifies and takes steps to prevent situations that could result in unpleasant confrontations; manages and resolves conflicts and disagreements in a positive and constructive manner; identifies training needs; provides constructive reinforcement; coaches others on how to perform tasks; acts as a source of information.

**Team Building**

Consistently develops and sustains cooperative working relationships in all aspects of the job; encourages and facilitates cooperation within the agency and between the agency and other organizations; fosters commitment, pride, trust, and group identity.

**Performance and Results Management**

Takes steps to achieve quality end products; is committed to continuous improvement; ensures that effective controls are in place; holds self and others accountable for meeting expectations; coordinates with other parts of the organization to accomplish goals; develops short and long-range plans that are realistic and appropriately comprehensive; includes contingency plans, as appropriate; monitors and evaluates plans; determines material and human resource requirements and ensures that needed resources are available; focuses on results and on measuring attainment of outcomes.

**Decision Making and Problem Solving**

Identifies and analyzes problems; distinguishes between relevant and irrelevant information to make logical judgments; provides solutions to individual and organizational problems; draws correct inferences from available information to make sound and well-informed decisions.

**Creativity and Innovation**

Develops insights into situations and applies innovative solutions to make organizational improvements; creates a synthesis of information from many sources; designs and implements new or cutting-edge programs and processes.

**Technical Credibility**

Has mastery of the technical knowledge required to perform the job and the jobs of those supervised; knows where to find key information that does not need to be memorized; understands near-term and long-range plans and determines how best to run the program to achieve organizational goals.

**Time-in-Grade:** Current Federal employees must have served 52 weeks at the next lower grade or equivalent grade band in the Federal service.

The qualifications listed above must be met by Friday, May 10, 2013 and are subject to verification at any stage of the application process.

You will be evaluated on the quality and extent of your resume that addresses the general and technical competencies, selective placement factor (if applicable), accomplishments, experience and education. A rating official or panel will evaluate your application package and determine the best qualified candidates. The selecting official may interview one or all candidates referred as best qualified.

To begin your online application, click the "**Apply Online**" button and follow the prompts to register or sign into Application Manager. Your application packet must include a completed assessment questionnaire, a resume, and any applicable and/or required supporting documentation. Please see the "Required Documents" section below for additional

information. All application materials must be submitted by 11:59pm Eastern Standard Time on Friday, May 10, 2013.

You are not required to submit official documentation as part of your application package. However, if selected, you must provide the required official documentation prior to appointment.

We strongly encourage you to apply online. If you are unable to upload your supporting documents, please complete and use the cover page located at <http://staffing.opm.gov/pdf/usascovers.pdf> and fax them to **1-478-757-3144**. If your documents were successfully uploaded into Application Manager, it is not necessary for you to fax those documents.

**If any part of your application is not received, it will be evaluated solely on the information available**

- **Resume:** A resume describing your job-related qualifications is required and must be in English. It must contain your full name, address, phone number, the last four digits of your Social Security Number, a detailed description of your duties and the dates you performed them (MM/DD/YY), as well as your work schedule and salary.
- **Completed online self-assessment questionnaire**
- **Agency Career Transition Assistance Program (CTAP) eligibility:** You must submit a separation notice; SF-50; an agency certification that you cannot be placed after injury compensation has been terminated; an OPM notification that your disability annuity has been terminated; or a Military Department of National Guard Bureau notification that you are retired under 5 U.S.C. 8337(h) or 8456. Information about CTAP eligibility can be found at [http://www.opm.gov/Reduction\\_In\\_Force/employee\\_resources/ctap/index.asp](http://www.opm.gov/Reduction_In_Force/employee_resources/ctap/index.asp).
- **It is your responsibility to verify that information entered, uploaded, or faxed (i.e., resume, veterans documentation, completed assessment, and SF-50's) is received and accurate.** Human Resources will not modify or change any part of your application. If a document is not in a legible format, you will not be able to view it in Application Manager and you must again upload or fax the documentation by the closing date of this announcement.

**Applications and supporting documentation will not be accepted by mail or e-mail.** The address below is for inquiries only. If you are unable to apply on-line, please contact the Hiring Center listed at the end of this job announcement at least two days prior to the closing date of this job announcement for further instructions. You may apply more than once; however, only your most recent application will be used.

Once the job announcement has closed, Human Resources will assess your experience and training, identify the best qualified applicants, and refer those applications to the hiring manager for further consideration and/or interviews. You will be notified by email upon completion of each step. Your status will also be updated on USAJOBS throughout the process. To check your status, log on to your USAJOBS account, click on "Application Status" and then click "More Information". If you are referred, you will receive a final notification of the disposition of the vacancy.

**Secondary CBPO Coverage :** This position **MAY** be filled as a secondary position as provided under the special retirement provision of Public Law 110-161 for Customs and Border Protection Officers (CBPO). In order to be eligible for coverage under this special provision, the employee must meet the definition of a 'secondary' covered CBPO. A 'secondary' covered CBPO is defined as an employee who is directly transferred from a primary position to a supervisory, managerial or administrative position in DHS after performing work for at least 3 years in a CBP Officer, GS-1895; Customs Inspector, GS-1890; Immigration Inspector, GS-1816; and/or Canine Enforcement Officer, GS-1801 position whose duties included activities related to the arrival and departure of persons, conveyance and merchandise at a port of entry, and do not have a break in service of more than 3 days. An employee who has been continuously employed in a secondary position since moving directly from a primary position without a break in service exceeding 3 days is covered under the special provision. More information is available at [http://cbpnet.cbp.dhs.gov/xp/cbpnet/hrm/retirement/new\\_cbpo\\_retirement\\_coverage/cbp\\_faqs.xml](http://cbpnet.cbp.dhs.gov/xp/cbpnet/hrm/retirement/new_cbpo_retirement_coverage/cbp_faqs.xml), by contacting the CBPO Retirement Coverage toll-free hotline at 1-866-469-7359, or sending an email with questions to [cbpo.coverage@cbp.dhs.gov](mailto:cbpo.coverage@cbp.dhs.gov).

**Background Investigation:** To ensure the accomplishment of our mission, CBP requires every employee to be reliable and trustworthy. To meet these standards, selected employees will be required to undergo, and must successfully pass, a Single Scope background investigation for placement into this position. This may include a polygraph examination, a review of financial history, and disclosure regarding criminal offenses and illegal use or possession of drugs. You will be

required to obtain and maintain, at a minimum, a Top Secret and sensitive compartmented information clearance TS/SCI.

**Motor Vehicle Operation:** You **MAY** be required to possess and maintain a valid state driver's license.

**Working Conditions:** You **MAY** be required to maintain a high standard of physical condition, enabling you to work long hours under adverse conditions, defend self and others from physical attacks, and respond to situations requiring the pursuit and apprehension of individuals who may be uncooperative, hostile, combative or dangerous.

**Firearms Requirement:** This position **MAY** require the incumbent to carry a firearm. However each host country will determine whether or not firearms are permitted. The incumbent is required to qualify with all issued firearms in accordance with DHS/CBP policy and standards.

**Drug Testing:** You **MAY** be subject to random drug testing.

**Supervisory Probationary Period:** The Civil Service Reform Act requires first time supervisors and/or managers to serve an 18 month probationary period. You may also be required to complete an appropriate supervisory training course within 90 days of assignment to this position.

**Travel:** You will be required up to 50-75% per year of travel and you must be able to obtain and maintain an official passport.

**Relocation:** Expenses **will not** be paid.